

## Sam Houston State University Human Resources

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### Staff Classification Description – Laborer I

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**Skill Category:** Service/Maintenance  
**Position (Employee) Class:** 7N259 (NB), 7N260 (N1)  
**Grade:** 2  
**Date:** 11/2014

**Department:** As assigned

**Educational & Experience Requirement:** Less than a high school diploma with the ability to read and write. No experience required. Prefer any experience acquired in building maintenance, mechanical work or related assignments. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs a variety of unskilled manual tasks.

**Supervision Given & Received:** Works under detailed supervision.

**Primary Responsibilities:** Performs the following, but not necessarily limited to: cleans and repairs sewers, digs ditches, cuts and threads pipe and conduit to predetermined measurement mixes mortar. Cuts weeds, brush and grass, rakes lawn, and trim trees and shrubs. Grades ground and prepares seating and presentation facilities for indoor/outdoor events. Loads and unloads trucks, moves furniture, office equipment, refuse, garbage, supplies and equipment. Paints, drives light or medium trucks, and services motor vehicles with gas, oil, and air. Lubricates automobiles and trucks, removes patches, and replaces tires. Performs other related duties as assigned.

**Other Specifications:** As required by assignments. Accurate in following specific oral and written instructions. Working conditions are continuously exposed to one or more disagreeable elements such as dirt, dust, heat, fumes, cold, noise, wet, vibration, poor lighting, or congested working area.

Uniforms and identification badges are provided by the University according to departmental policy.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**